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STATE COUNCIL OF CIVIL DEFENSE
MAIN CAPITOL BUILDING
HARRISBURG, PENNSYLVANIA

December 31, 1953

INFORMATION CIRCULAR NO. 45

IMMEDIATE RELEASE

SEMI-ANNUAL PERSONNEL REPORTS

1. The Federal Civil Defense Administration requires the State Council of Civil Defense to file semi-annual reports on the number of Pennsylvanians immediately available for emergency civil defense duty.

2. To meet federal requirements, the State Council of Civil Defense hereby requests all County Civil Defense Directors, assisted by Sector and Local Directors, to submit, beginning in January 1954, semi-annual reports on the number of civil defense workers immediately available for duty in their respective counties.

3. All County Civil Defense Directors will be expected to file their semi-annual personnel reports on Form SCCD PersRep 1, entitled "Semi-Annual Report of Immediately Available Civil Defense Personnel". (Where desired, Sector and Local Directors may use the same form to report to their respective County Directors. If this is done, the reporting official clearly should indicate in the top portion of the first page of the form the political subdivision covered by the report.)

4. All County Civil Defense Directors herewith are being furnished supplies of Form SCCD PersRep 1 believed sufficient for their immediate needs. Additional copies may be secured upon written request addressed to the State Council of Civil Defense at Harrisburg.

5. The State Council of Civil Defense realizes that some difficulty initially may be encountered in use of Form SCCD PersRep 1. It is believed, however, that the form is basically sound and that it will provide both useful and reasonably accurate information on the number of civil defense workers immediately available and "ready to do a job". For the reasons last mentioned, it is recommended that County and Local Offices of Civil Defense move, as convenient, toward the adoption of systems of personnel classification records which readily will provide data in the general form followed in Form SCCD PersRep 1.

Richard Gerstell
Richard Gerstell
Director of Civil Defense

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